

TOWN OF NORTH HEMPSTEAD

APPLICATION FOR PUBLIC ACCESS TO RECORDS

**TO: RECORDS ACCESS OFFICER
220 PLANDOME ROAD
MANHASSET, NEW YORK 11030
(516) 869-7600**



I hereby apply to inspect the following record(s):

I hereby declare, under penalty of perjury, that the above information ☐ is or ☐ is not (check one) being used for solicitation or fund-raising purposes.

Signature _____

Telephone Number _____

Print Name _____

Email _____

Representing _____

Mailing Address _____

Date _____

FOR AGENCY USE ONLY

I have checked for record(s) you requested with the following departments: _____

- ☐ and the attached record(s) were found (information not subject to FOIL may have been redacted).
- ☐ and no record(s) were found.
- ☐ the _____ which is the subject of your request is not within the Town's jurisdiction.
- ☐ REQUEST BUILDING DEPARTMENT RECORDS DIRECTLY FROM THEM (869-7816).

NOTE: _____

Your request cannot be responded to for the following reasons:

- ☐ Your request is not sufficiently specific for me to identify the record(s) with reasonable certainty. You may renew the request with additional details.
- ☐ Disclosure of a portion/all the information would be an unwarranted invasion of personal privacy.
- ☐ A portion/All of the requested record(s) are exempt from release by statute.
- ☐ A portion/All of the record(s) requested involve contract negotiations and are not disclosable.
- ☐ A portion/All of the record(s) sought are intra-agency or inter-agency materials exempt from disclosure.
- ☐ The record(s) cannot be released for the following reasons: _____

Signature _____

Title _____

Date _____

NOTICE: You have the right to appeal a denial of this application within 30 days. The head of this agency must fully explain the reasons for such denial in writing within ten business days of receipt of an appeal. I hereby appeal:

Name _____

Date _____